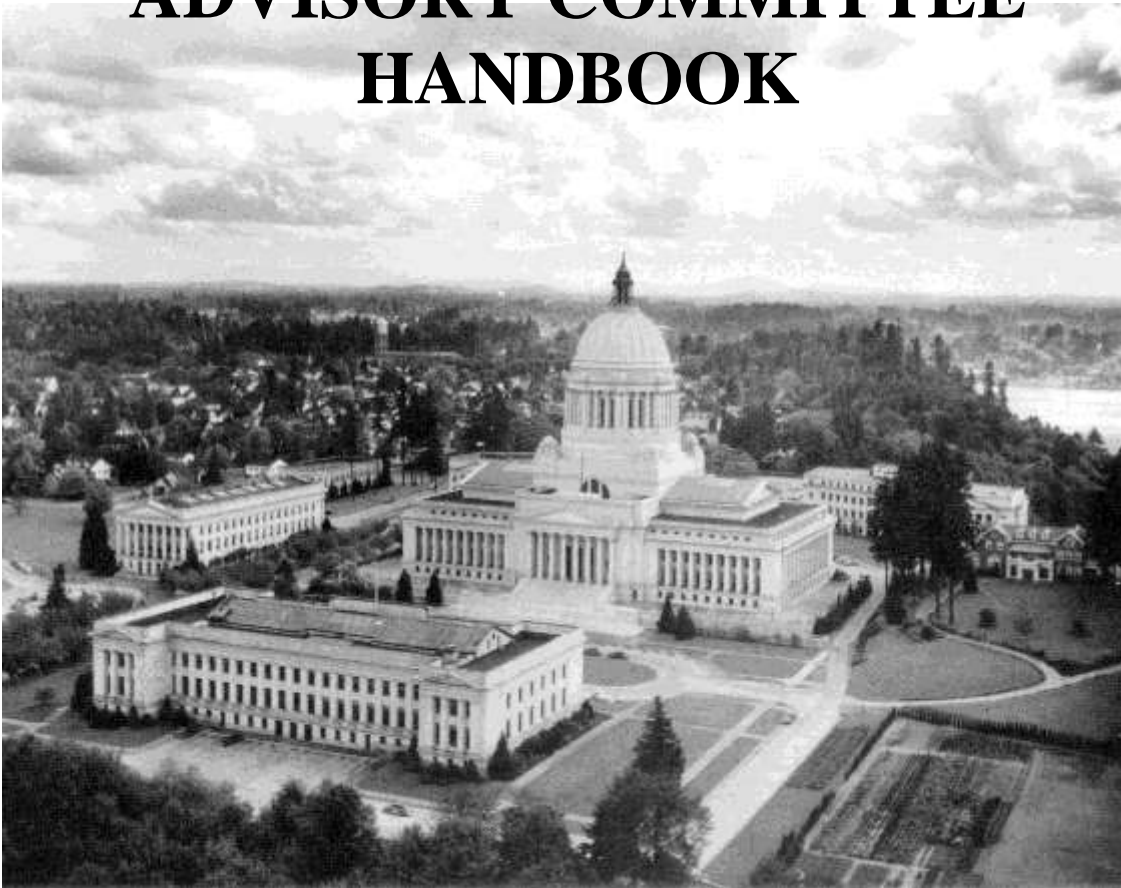


CAPITOL CAMPUS DESIGN ADVISORY COMMITTEE HANDBOOK



August 2009

Table of Contents

Introduction	2
Scope of Responsibility	2
Enabling Legislation	2
Definitions	4
Working Relationships	4
 CCDAC Review Process	 6
Design Principles	6
Planning Review	6
Program and Policy Review	6
Standards Review	7
Projects Review	7
Review Rationale	7
Project Review Stages	7
Consultant Selection	8
Predesign	8
Schematic Design	8
Design Development	9
Construction Documents/Construction Progress	9
Post-Construction Evaluation/Review	9
 Committee Procedures	 11
CCDAC Meeting Schedules	11
Design Opportunities Recommendations	11
Special Work Sessions	11
Committee Rules	12
Review Follow-up	12

Introduction

The Capitol Campus Design Advisory Committee (CCDAC) developed and adopted this Handbook to identify its source of authority; describe its role and responsibilities and establish its operating procedures. This Handbook will guide the Department of General Administration (GA) in its interaction with CCDAC and will facilitate effective and efficient development of high quality design advice to guide GA and the State Capitol Committee with Capitol campus facility decisions.

Scope of Responsibility

The State Legislature established the CCDAC in 1990. It is a nine-member committee composed of four legislators, the Secretary of State, and four design professionals representing multiple disciplines. Its purpose is to advise the State Capitol Committee and the Director of General Administration on designs and plans affecting state capitol facilities as they develop. The committee will provide advice as a full body in the form of an action following presentation and discussion.

Enabling Legislation

RCW 43.34.080

Capitol campus design advisory committee -- Generally.

- The Capitol Campus Design Advisory Committee is established as an advisory group to the Capitol Committee and the Director of General Administration to review programs, planning design, and landscaping of state capitol facilities and grounds and to make recommendations that will contribute to the attainment of architectural, aesthetic, functional, and environmental excellence in design and maintenance of capitol facilities on campus and located in neighboring communities.
- The advisory committee shall consist of the following persons who shall be appointed by and serve at the pleasure of the governor:
 - (a) Two architects
 - (b) A landscape architect
 - (c) An urban planner

The governor shall appoint the chair and vice-chair and shall instruct the director of general administration to provide the staff and resources

necessary for implementing this section. The advisory committee shall meet at least once every ninety days and at the call of the chair.

- The members of the committee shall be reimbursed as provided in RCW 43.03.220 and 44.04.120.
- The advisory committee shall also consist of the Secretary of State and two members of the House of Representatives, one from each caucus, who shall be appointed by the Speaker of the House of Representatives, and two members of the Senate, one from each caucus, who shall be appointed by the President of the Senate.
- The advisory committee shall review plans and designs affecting state capitol facilities as they are developed. The advisory committee's review shall include:
 - (a) The process of solicitation and selection of appropriate professional design services including design-build proposals;
 - (b) Compliance with the capitol campus master plan and design concepts as adopted by the capitol committee;
 - (c) The design, siting, and grouping of state capitol facilities relative to the service needs of state government and the impact upon the local community's economy, environment, traffic patterns, and other factors;
 - (d) The relationship of overall state capitol facility planning to the respective comprehensive plans for long-range urban development of the cities of Olympia, Lacey, and Tumwater, and Thurston county; and
 - (e) Landscaping plans and designs, including planting proposals, street furniture, sculpture, monuments, and access to the capitol campus and buildings.

[1990 C 93 § 1.]

Definitions

Capitol Campus is defined in the Master Plan for the Washington State Capitol, which includes the traditional capitol campus as well as state facilities in surrounding communities.

Project Proponent refers to the managers of a given project. It shall extend to include a constituency or tenant entity advocating for and benefiting from a project's completion. It can include state staff, consultant staff, and private citizens.

Working Relationships

The CCDAC has working relationships with the following parties:

- ***The State Capitol Committee***

The State Capitol Committee is composed of The Governor, the Lieutenant Governor, the Secretary of State, and the Commissioner of Public Lands (ex officio). CCDAC advises the SCC on issues and projects covered by the enabling RCW, including design standards, policies and projects and is commissioned to review and advise on programs, planning, design and landscaping of state capitol facilities and ground and to make recommendations that will contribute to the attainment of architectural, aesthetic, functional, and environmental excellence in design and maintenance of capitol facilities on campus and located in neighboring communities.

CCDAC members will formally bring committee advice and recommendations to the SCC at their scheduled meetings in person or by memorandum when representation is not possible. In addition, each member, as a representative chosen from a certain profession or constituency, will also serve to communicate and explain committee actions to others within their professional environments.

- ***General Administration***

CCDAC advises General Administration on issues and projects covered by the CCDAC enabling RCW, including design standards, policies and projects. By statute, "The director of general administration, through the division of capitol buildings, shall have custody and control of the capitol buildings and grounds, supervise and direct proper care, heating, lighting and repairing thereof, and designate rooms in the capitol buildings to be occupied by various state officials" (43.19.125 RCW); and, "the director of general administration may construct new buildings on, or improve existing facilities, and furnish and equip, all real estate under his or her

management” (43.82.010 RCW). GA provides staff support to the CCDAC, preparing detailed minutes and presentation materials.

- ***Project Proponents and their Design Teams***

CCDAC provides review and advice on projects during all phases of development, starting with the pre-design and consultant selection effort through the construction administration phase. The project proponent will work with GA staff to tailor the review process to the project proposal and scope, and with selected projects participating in reviews at all phases of design. Proponents are encouraged to develop and refine a set of design goals and objectives for the project that are more specific than the Committee's design principles. These principles help to facilitate dialogue throughout the review process.

- ***The Public***

CCDAC meetings are public meetings and those attending are invited to participate in the review of projects through the public comment period as established by the committee.

CCDAC Review Process

Design Principles

The CCDAC will use the following principles to guide projects and plans on the Capitol Campus. These principles build on the authorizing legislation and objectives stated in the Campus Master Plan. CCDAC intends that the stewarding and development of the Capitol Campus and associated properties shall be a national example of excellence and shall reflect a long-term commitment to a vision of an exceptional state capitol. These principles are to be used by the CCDAC, project proponents and managers to guide the review and development of plans and projects during all phases and shall be augmented by project specific principles as required:

- Plans, policies and projects shall result in the development of stewarding of an enduring civic environment.
- Plans, policies and projects shall result in the highest levels of design and functional excellence.
- Plans, policies and projects shall result in actions that are responsive to the environmental and community context, while resulting in the careful long-term stewarding of public resources.
- Plans, policies and projects shall assume the responsibility for the stewarding of the historic resources and shall evaluate the implications of incremental and phased development.
- Plans and policies shall result in projects, which express a sense of permanence, in the physical presence, social significance and materiality.
- Plans and policies shall result in projects that embody principles of sustainable design and resource conservation.
- Plans, policies and projects shall include the early and thoughtful integration of the arts and community in planning.
- Plans and policies shall result in projects that exemplify environmentally sensitive design.
- Plans and policies shall result in projects that exemplify the best of contemporary technology and engineering design.

Planning Review

In order to set the context for projects on State Capitol properties, the CCDAC will review and advise on campus planning documents and other instruments such as:

- Master Plan
- Sub-Campus Plans
- 10-year Capital Budget Plan
- Maintenance Planning

Program and Policy Review

CCDAC will review and advise on programs that serve the physical state capitol environment, and the policies that guide and shape their actions. Examples include:

- Visitor Services Program and Capitol Campus Use Policies; and
- Historic Preservation Program, related planning and policies relative to the campus, including physical alternations in historic buildings and grounds.

Standards Review

CCDAC will review and recommend standards for physical elements on the Capitol Campus. Examples include signage and exterior furnishings.

Projects Review

Working with GA staff, CCDAC will annually evaluate projects and policy issues for the coming year and will identify significant projects which will go through the review process described below based on the impact of the project within the context of the Capitol Campus. Significant impact will be defined by issues such as location on campus, policy implications, scale, and relationship to the Master Plan. The committee will work with staff to identify other projects that may also be subject to committee review. See committee procedures.

Review Rationale

Design excellence and a clear understanding of the long-term implications of design decisions are critical to ensuring the development and stewardship of the State Capitol facilities and grounds as they mature over the decades. The CCDAC is charged with the review of campus master plans, building project designs and landscaping for the purpose of fostering design excellence so public resources are wisely and efficiently invested to create a well-designed and enduring civic environment.

The State Capitol facilities touch the lives of all citizens and represent each citizen's personal stake in state government. The Capitol reflects the dignity and pride we have as Washington citizens as a forum for free speech and representative democracy and is deserving of the highest standards of stewardship and thoughtful design. The State Capitol is a significant legacy to be managed with care and commitment for the future. Design review at all phases of a project by a multidisciplinary review body is best able to provide advice regarding the long-term implications of incremental decisions.

The committee's early input will help establish design objectives, integrate all elements of design solution from site planning to art and architecture, and help projects become appropriately scaled and culturally responsive. Committee review will often result in an exploration of alternatives and design opportunities that might otherwise be overlooked.

Project Review Stages

The purpose of the following is to provide the committee, project proponents, designers, GA staff and the State Capitol Committee with a list of materials required to develop and evaluate projects needed for each phase presentation.

All are the tools typically used by design professionals in the phased development of a project and are reflected in the terms of the State Fee Schedule as it relates to service scope of work. Where the required materials deviate from the deliverables in the State Fee Schedule, it is due to the need to have a comprehensive presentation of issues at each phase due to the valuable legacy of the State Capitol.

1. *Consultant Selection:*

The consultant selection process is the first opportunity for project proponents and CCDAC to positively influence the success of a project's development. Excellence in design and function is built on a firm foundation including:

- A comprehensive scope of work including construction and service budgets and schedule.
- Selection of a consulting team reflecting the full project needs with a reputation for design excellence, strong project management and excellence in the technical skills required by the project.
- CCDAC professional member participation is recommended for consultant selection. If CCDAC participation is not possible, proactively solicit CCDAC observations regarding the project, project issues, budget, schedule and expectations.

The committee may choose to incorporate a pre-consultant selection briefing (prior to issuance of an RFP) at which CCDAC can advise GA and the Project Proponent on project guidelines that can result in a better consultant selection. This opportunity will also allow the committee to select a member best able to represent them on the consultant selection committee.

2. *Predesign:*

Brief and obtain advice from CCDAC on the scope and focus of the Predesign effort including:

- Concept review/evaluation
- Overall project schedule and budget
- Project history and scope of work
- Project relationship to the Capitol Campus Master Plan
- General site information
- Project program requirements
- Study schedule, budget and deliverables
- Design principles and objectives

3. *Schematic Design:*

Schematic Design a critical review point, allowing review and comment during the early stages of a project prior to the expenditure of significant

fee and time. At the first presentation of a project, the following materials should be presented:

- Project schedule and budget
- Project history and relationship to Campus Master Plan
- Scope of work
- Project program requirements
- General site information
- Design principles and objectives
- Vicinity plan including site and context analysis with site photos
- Site plan with conceptual landscape plan
- Plans, elevations, perspectives and models as required to articulate massing, scale, programmatic spatial organization of building and site
- Art program and budget (if applicable)

4. *Design Development:*

The Design Development review provides the opportunity for review of the design as it has matured during the design effort from the schematic design phase. Materials to be presented include:

- Site plan with contextual photographs to illustrate contextual response
- Plans, elevations, perspectives and model (if available)
- Material samples
- Project schedule and budget including changes due to value engineering
- Project program revisions
- Art component and budget (if applicable)

5. *Construction Documents/Construction Progress:*

The purpose of reviews during the Construction Document or Administration Phase is to review changes, critical detail or scale issue, high impact specialty features not previously reviewed and other outstanding questions raised during the Design Development phase review. For the purpose of clarity and efficiency of review, present the following:

- Graphic materials providing context, either in place or time, for the discussion
- Visual materials including plan, elevations, details, perspective and model to allow review of deviation from preferred design.

6. *Post-Construction Evaluation/Review:*

The purpose of post-construction evaluation will be to evaluate a project for the objective of guiding future projects and provide direct feedback regarding performance vs. expectations. Questions to be considered in the evaluation include the following:

- Has the project met design objectives?
- Is the end result a positive addition to campus short-and long-term?
- Does the project meet the programmatic objectives?
- Did the project meet the objectives? If not, what part of the process didn't work?
- Develop checklist of issues to watch for in next project
- Did Master Plan provide sufficient direction?
- Was the project management process successful?
- Did aspiration of design excellence become compromised through the project process?

Committee Procedures

CCDAC Meeting Schedules

During the fourth quarter of each calendar year, the following year's meeting will be scheduled – one meeting each quarter. However, each year prior to scheduling the following year's meetings, GA will develop a work plan examining all probable project reviews and the meetings will be scheduled to accommodate the work plan. GA, design teams and project proponents will work toward meeting the scheduled review dates.

Special CCDAC meetings can occur when required, but should be discouraged as quorum attendance can be difficult to obtain. Should a quorum not be obtained, the attending members will function as a sub-committee to the full committee.

The Annual Planning meeting will occur in January of each year following publication of the Governor's budget proposal. The purpose will be to identify projects and issues for review in the coming year. In odd-numbered years a two year plan will be developed, and in even-numbered years the previous year's plan will be adjusted. As other projects arise during the course of the year, staff will bring the projects to CCDAC for consideration and review as appropriate.

Design Opportunities Recommendations

As a part of the process of identifying the coming year's significant projects, the Committee may elect to prepare Design Opportunities Recommendations (DOR) for selected projects. The DOR will identify relevant campus design guidelines, historic features and landscape guidelines that apply and major opportunities that exist for design of the project. The DOR may also discuss special requirements and expectations of a design team for the project to be used as a guide to consultant selection. The CCDAC may make recommendations about firms that should be contacted as part of the consultant selection process. The DOR will be used as guidance for the design consultants and as a point of reference for future design review by CCDAC as the project moves forward through the process of design. The goal of the DOR will be to encourage design excellence in campus and building development to ensure intelligent functioning of the campus and produce the highest overall campus design quality.

Special Work Sessions

Special work sessions may be established by mutual agreement when appropriate to advise GA or a project proponent/design team. Such meetings can occur at a convenient location and need not have a quorum. The works sessions will have an informal format.

Committee Rules

The CCDAC is subject to the Open and Public Meetings Act. Meetings will be publicly advertised in a timely manner, held in ADA-accessible locations, and accommodate auxiliary aids for the disabled when requested in advance. Minutes will be recorded and available for public inspection.

Chair and Vice Chair are to be appointed by the Governor.

A minimum of five or 51% of the committee members must be present in order to conduct business.

The appointed chair-person or their designee will conduct the meetings. Robert's Rules of Order will prevail.

Committee members shall vote in person or by proxy.

Consensus is the preferred method of decision-making. If a consensus cannot be reached, the Chair shall call for a majority vote of the members present and represented by proxy. A minority opinion may be documented and forwarded along with the majority action.

Review Follow-up

The minutes of each CCDAC meeting in which a project has been reviewed will contain the specific recommendation made by the committee. At the subsequent presentation of the project the proponents will discuss their response to the CCDAC recommendations.